



Iowa Department of  
Administrative Services

General Services Enterprise

Thomas J. Vilsack, Governor  
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DATE: September 18, 2006

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TO: All Vendors of Record

FROM: Jeanette Chupp, C.P.M., Purchasing Agent III  
Department of Administrative Services, General Services Enterprise (DAS/GSE)  
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RE: **Addendum No. 1. -- Request for Proposal 0707005019**  
Autopsy Supplies and Small Equipment  
Proposals are due on or before 1:00 P.M., September 28, 2006.

The following questions/answers, changes and additions are hereby made by formal addendum to RFP0707005019, in response to questions received from Vendors:

**Question 1.** Are there any specific products on which we could offer deeper discounted prices?

**Answer 1.** We reserve the OPTION to consider one (1) additional award to a **second vendor** for **one (1) single additional group** of products to include only "**Body Bags**" and body bag kits of various types, sizes, uses. If you would like to offer this group, add and complete the following section to **RFP Attachment V. Price Schedule**, and provide the information and/or price list to support this section.

Column #1.	Column #2.	Column #3.	Column #4.	Column #5.
PRODUCT CATEGORY	Number of different products which are available in this individual product category:	Current catalog or price list against which a discount is offered which shall be held firm thru <b>Oct. 30, 2007</b> and thereafter be subject to change semi-annually.	Discount (from the catalog / price list which shall be held firm for the life of a resulting contract and all renewal periods:	Freight Terms for this individual category or products::
<b>Category #9. Body Bags:</b> (various types, styles, uses)	Number of different products available in this individual product category: _____	Current Catalog/Price List Publication Date: _____  Catalog Name: _____  Pricing is firm thru: (date)_____	Discount Offered from the current Catalog and/or Price List  _____ %	Freight terms are accepted per RFP Section 3.4, E: (check one and complete): ___ yes, or ___ no, freight terms are as follows: _____

**Question 2.** What type of Body Bags have been utilized most often in the past year?

**Answer 2.** We would like a variety of bag types available for unforeseen events, however, we regularly utilize a Post Mortem, "Coroner Grade" Vinyl Body Bag as follows:

- Envelope style zipper (this zipper type is highly desirable)
- 7 to 9 mil, High Strength Virgin Vinyl Material
- Adult Size: 36" Wide by 94" Long
- Packaged 12 bags per case
- OSHA Reg. #3130 compliant
- Similar to the following picture:



**Question 3.** How will this single additional group of products be evaluated and awarded?

**Answer 1.** We reserve the option to conduct a second additional evaluation and award for ONLY Body Bag Category #9. if pricing offered in this Category is determined to be more beneficial than the first award of this RFP.

**Evaluation and award of only "Category #9. Body Bags" shall be made as follows:**

*Evaluation Step #1. Each Vendor shall be evaluated as follows:*

**Up to 5 Points**

Up to 5 points may be awarded for Category #9. identified in Attachment V. with Freight charges of FOB Destination as offered in Attachment IV, and additionally defined in RFP Section 3.4., Sub-Section M..

**Up to 10 Points**

Up to 10 points for a minimum order amount which does not exceed \$25.00 / order.

**Up to 10 Points**

Up to 10 points for a web-site which at a minimum can be utilized to view products and specifications of 50% of the products offered herein.

**5 Points**

Up to 5 points for Semi-Annual Contract Usage Reporting at no-charge.

**5 Points**

Up to 5 points for financial stability and the provision of Body Bags to other commercial accounts.

**A maximum two (2) Vendors with the highest number of evaluation points in Step #1. shall proceed to be evaluated in Evaluation Step Number 2.**

(In the event of a tie, additional Vendors shall proceed to Evaluation Step. #2.)

*Evaluation Step #2.*

Each Vendor who proceed to Evaluation Step #2. shall be evaluated by the lowest cost. The cost evaluation shall include the following:

- 1.) Prompt Payment discount offered with payment by the Mastercard State Procurement Card.
- 2.) MANDATORY fee/services which apply to a resulting contract
- 3.) Utilizing the Catalog / Price List Pricing and the discount offered in each product category, at least 2 representative items in each product category.

*Evaluation Step #3.*

The Vendor with the lowest evaluated cost may be awarded a contract for only Product Category #9. Body Bags.

Please acknowledge receipt of Addendum No. 1. in "Attachment I." of your Proposal Response Package.

Thank you for your interest in this project.